

Thomas D. Watkins, Jr.
Superintendent
of Public Instruction

January 28, 2002

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TO: Local and Intermediate School District Superintendents,
Public School Academy Directors, and Nonpublic School Superintendents

FROM: Thomas D. Watkins, Jr.

SUBJECT: Talent Pool Development

The Michigan Department of Education maintains a talent pool that consists of a cadre of distinguished teachers and principals. These educators may be considered for membership on advisory boards and task forces, as well as candidates for special recognition programs. Your recommendations will identify educators who will be of great value to your community and state and who may also ultimately receive prestigious recognition.

We are very fortunate to have a rich base of veteran educators represented in our current talent pool. They have been and continue to be a valuable resource in our state efforts. What is particularly lacking at this time is representation from educators relatively new to the profession who demonstrate unusual instructional ability. Such persons exhibit strong potential for professional leadership and inspiring presence that impacts students, colleagues, and the community.

Do you know a relatively new educator who is illustrative not only of our state's, but the nation's best? Whose lessons provide models for others? Who has distinguished her/himself above and beyond established top-quality professionals in many of our schools? A minimum of five years in education is a must. Candidates are building level personnel. They are typically classroom teachers as opposed to specialists and are recognized by peers and supervisors as unique in their growth. Previous recognition is not required.

Please provide succinct and specific information regarding your candidate on the enclosed form. All questions must be answered, preferably typewritten. Please include a one-page narrative with this form that addresses how the candidate meets the criteria mentioned in this letter. Please enclose a current resume for each candidate. I urge you to take the time to recommend candidates. If necessary, please assign the request to an associate. Complete information should be sent by **April 1, 2002** to:

Ms. Mary Ann Beard
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909
517-241-0494 (voice) 517-335-4565 (fax)

For your convenience, the Talent Pool form may also be downloaded from the Department web site at www.mde.state.mi.us. Your cooperation and assistance are greatly appreciated.

Enclosure—Talent Pool Form—3 pages

**MICHIGAN DEPARTMENT OF EDUCATION
Talent Pool Recommendation Form**

The Michigan Department of Education invites you to recommend classroom teachers and/or principals who have demonstrated both outstanding potential as well as exemplary achievement. You are encouraged to include educators in their early to mid-careers, with a minimum of five years experience.

Please complete a **separate form for each individual**, a **one-page letter** explaining how this person meets the criteria outlined below, and please include a **current resume** for each candidate. These items should be **submitted by April 1, 2002**; see mailing instructions on page three of this form. **Missing or incomplete information will be returned to you for completion.**

You may wish to consider the following categories when recommending individuals. Please check those that apply to the educator you are recommending:

☐ Principal ☐ Teacher ☐ Specialist

Grade level(s) of students the educator works with:

K(☐) 1(☐) 2(☐) 3(☐) 4(☐) 5(☐) 6(☐) 7(☐) 8(☐) 9(☐) 10(☐) 11(☐) 12(☐)

Specialty Areas (check all that apply):

<input type="checkbox"/> Reading/English/Language Arts	<input type="checkbox"/> Special Needs/Gifted & Talented
<input type="checkbox"/> Science/Mathematics	<input type="checkbox"/> Media/Technology
<input type="checkbox"/> LEP/Bilingual	<input type="checkbox"/> Fine Arts
<input type="checkbox"/> Vocational/Career Education	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Other (please specify: _____)	

Recommended Educator: _____
Name

Total years experience in education If a principal, number of years as an administrator

School District: _____

School Name: _____

School Address: _____

School Phone: (_____) _____ Ext: _____ School Fax: (_____) _____

Educator's
Supervisor: _____
Name Title

Supervisor's Phone (____) _____ Ext: _____ Supervisor's Fax: (____) _____

RATE the educator from 1-10 (10 being the highest) on the following criteria and provide a paragraph to explain your rating:

T _____ Exceptional educational talent as evidenced by outstanding instructional practices in the classroom, school, and profession

T _____ Outstanding accomplishment and strong long-range potential for professional and policy leadership

T _____ Engaging and inspiring presence that motivates and impacts students, colleagues, and the community

Cite evidence of student achievement gains as a result of the educator's practices:

Cite awards the educator has received: _____

Other Comments: _____

Schools Attended	Degrees/Topic	Graduation Years
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate ethnicity of educator being recommended:

___ Asian ___ Native American Indian or Alaska Native ___ Hispanic or Latino
___ Black or African American ___ Native Hawaiian or Other Pacific Islander ___ White

Please **list the names and phone numbers of three references** other than yourself for this Educator. We will call and interview these persons, so please consider that as you decide whom to list. **They need to know the educator currently and very well. References should include three of the following: a supervisor, colleague, school parent, a community member, and should not be related to the educator.**

_____	_____	(_____)_____
Name	Title	Phone

_____	_____	(_____)_____
Name	Title	Phone

_____	_____	(_____)_____
Name	Title	Phone

_____	_____	(_____)_____
Name of person completing this form	Title	Phone

Mail the completed **letter(s)**, **resume(s)**, and **form(s)** by **April 1, 2002** to:

Mary Ann Beard
Superintendent's Office
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909

(517) 241-0494 (voice) (517) 335-4565 (fax)